

Governor's Commission on Community and Volunteer Service

Full Commission Meeting Minutes

Tuesday January 16, 2018

DPH Edgehill Training Center

43 S. DuPont Hwy - Dover, DE

9:00 am – 12:00 pm

ATTENDEES

Commissioners Present: Nancy Forster, Susan Haberstroh, Jeffrey Lank, Sharon Morgan, Gary Pippin, Timothy Sheldon, Rob Schroeder, Enid Wallace-Simms, Georgeanna Windley, Briana Lawson, Betsy Southall (Ex-Officio).

Newly Appointed Commissioners: Mary Kate Benson, Molly Williams

Commissioners Absent: Bryan Shupe, Marguerite Prueitt, Margarita Rodriguez-Duffy

SOV Staff Present: Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Tara Wiggins, Deborah Tokarski, April Willey, Patty Courtney.

**NOTE
TAKER**

Patty
Courtney

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:03 am by Georgeanna Windley, Chair of the Commission.

ROLL CALL – DETERMINATION OF QUORUM

Nine voting Commissioners were in attendance by 9:30 am and there was a quorum.

Newly appointed Commissioners Molly Williams & Mary Kate Benson were introduced and welcomed by all.

CNCS State Program Director, Betsy Southall and Program Officer Briana Lawson introduced themselves.

PUBLIC COMMENT – None

MINUTES

Commission Chair Windley pointed out an omission on the November 15, 2017 minutes and asked for it to be included that the Commission thanked Luz Vasquez-Guzman for her service as Executive Director of the Governor's Commission on Community and Volunteer Service.

Commissioner Haberstroh pointed out a misspelling of her name on the May 18, 2017 minutes.

Motion #1: Commissioner Forster moved to approve the minutes from May 18, 2017, September 7, 2017 and November 15, 2017 pending corrections. Commissioner Pippin seconded. The minutes were approved pending corrections.

CHAIRMAN'S UPDATE

- Commission Chair Windley expressed thanks to Commissioners Nancy Forster, Sharon Morgan and Gary Pippin, who volunteered along with herself, to be on the Competitive Grant Application Review Committee, for their time, oversight and for reading the grants.
- It was noticed that the job description for the Executive Director and that position's performance evaluations were not in alignment. The job description had little reference to its relationship to the Commission. She also stated that this is a core issue that has been crippling this Commission. There is a description in the by-laws of what the Executive Director is

supposed to do. Those duties were not expressed in the performance plan for that position. Deputy Director Manlove explained that the State establishes general classes of work and when a person is hired, their specific duties are tailored to that specific job. That's why this position is very general. Using the Commission bylaws Deputy Director Manlove was able to make changes that clearly delineate these responsibilities in the performance plan.

- The Governor received the Commission's letter concerning the Segal award. He requests that we put together teams to visit the college leadership of all the colleges in Delaware. Teams of three will be established and will meet with college's leadership throughout 2018. Deputy Director Manlove will follow up with the governor's office to facilitate a "Warm hand-off" to school leadership. She suggests that the Commission move forward planning the school visits. Susan Haberstroh suggested the Commission draft a letter for the Governor's office to send to the colleges prior to Commission visits. It should be sent to the Governor's office explaining that this is what we would like them to send to college leadership for us.
- The Commission needs a legal review of the current by-laws specifically for FOIA to make sure they are currently up to date. Deputy Director Manlove said she would reach out to the State's policy person to see if they can look at what is currently in Dropbox.
- Commission Chair Windley commented on the "Mission Moments" that were shared at the start of the retreat in November. She proposed that the sub-grantees be invited to visit and update us on what's happening in their programs during the last half hour of our meetings. Nancy Forster agreed.
- The Commission is still awaiting more new appointees from the Governor. We do not have our two Commission Vice-Chairs. Even with the two new appointees, the Commission is still out of compliance. This is highly concerning as it may affect our funding.
- It is technically time to have a nominating committee. The nominating committee selects the candidates for Chair, Secretary and Treasurer to be voted on. If anyone is interested in being a part of this committee, please contact Enid Wallace-Simms via her cell prior to the next meeting.

INTERIM EXECUTIVE DIRECTOR'S REPORT

Deputy Director Cynthia Manlove provided an update on:

- The 2017 Commission Support Grant is ready to be closed out. The SOV estimates that there will be a carryover of \$12,738.00. The SOV has successfully submitted the continuation application for the 2018 Commission Support Grant; requesting a total of \$250,000.00. If we are granted the full 250k, it will include the \$12,738.00 carryover as part of the \$250,000. The State of Delaware has a State Clearing House. Any money that the SOV wants to spend needs to be submitted to the Clearing House for approval. We have done that for the 2018 CSG and received approval from the Clearing House on November 27, 2017 to spend the 2018 CSG when it is received.
- Responding to the Commission's request that they receive the financial reports prior to meetings, Deputy Director Manlove explained that the earliest date the financial information is available from First State Financial for the SOV to create a report is the 10th of the month. Considering that we don't have access to the information prior to that date, and Commission meetings are usually between the 13th and 17th of the month, the SOV staff are getting the reports to the Commissioners as soon as possible. Consequently this does not leave much time for the Commissioners to review the reports prior to the meetings. Figures for the Annual Report will be available by the end of March.
- Regarding the lines of authority during a transition period, any issues should come to Deputy Director Manlove and she will delegate appropriately. She is managing all the supervisors in the

SOV with the exception of Charles Harris who is being supervised by Faith Mwaura. When the new Executive Director is hired, that person will supervise all the managers in the SOV as well as the Administrative Specialist. The new Executive Director will report to the Deputy Director, and the Deputy Director reports to the Director, Renee Beaman.

- Interviews for the position of Senior Administrator of the State Office of Volunteerism will begin Wednesday, 1/17/18 and conclude on Friday, 1/19/2018. Of 30 applicants, 7 will be interviewed. Commission Chair Windley said that she submitted interview questions that she felt would be relevant to the Commission. Deputy Director Manlove stated that the interview questions were already developed as is the normal process. Questions are developed, reviewed and approved prior to looking at the list of people who are applying. Once she has seen the list of applicants, she will not make changes to the questions to ensure that there is no bias built in to the interview.

There is no change in the job description for the position of Executive Director. The job description can only be changed by the State Office of Management and Budget. Changes were made to the performance plan. Deputy Director Manlove made the changes using the Commission By-laws as a guideline.

Commission Chair Windley asked that it be noted: "We are hiring an Executive Director for the Commission, but the Commission has no input on what questions that we can ask the Executive Director."

Commissioner Wallace-Simms suggested that moving forward the Administrative and Finance Committee monitor the spending of the grant on a regular basis to be sure that there is no carryover next year. When we get to a juncture we will know that we have these additional funds so we can make recommendations, along with staff, as to how we can spend those dollars. And, if the Commission does not receive the information sought there will be repercussions.

Commissioner Forster asked what the repercussions would be, stating that in the past, this has been agreed upon and not implemented.

Commissioner Wallace-Simms replied that the Administrative and Finance Committee, along with Director Beaman need to sit down and decide what the repercussions would be. It needs to be discussed.

Commission Chair Windley requested that a representative from the Fiscal Management Unit be present at Commission meetings to keep us updated on what is going on. She stated that the Commission needs to know where we are with the grant at any given time. Deputy Director Manlove asked what finances the Commission was referring to that they are not seeing.

Commissioner Pippin, as Commission treasurer, does see the financial reports each month.

Commissioner Haberstroh suggested that the SOV financial person be at our May meeting so that we can go over what funds are left and come up with a spending plan that gives us enough time to spend it. So that the Commission can be more informed on the budget, she asked that the monthly spending be included in the Executive Director's report.

CNCS UPDATE

The CNCS State Program Director, Betsy Southall, shared several items:

- When she first got to Delaware the task became clear that Delaware needs more National Service resources. In November she released a request for Concept Papers. A handful of new concept papers were submitted before the deadline which was the first week in January.
- The Delaware VISTA allotment is very low, so there will be a lot of focus on Delaware in order to see that grow. They are also focusing on opioid projects. VISTA's Opioid Outreach program has

a rolling start date.

- Campus Compact of Mid-Atlantic is moving into Delaware, so there will be some resources through that project. We look to see those grow.
- The CNCS State Office is doing a site visit with the SOV's Foster Grandparent Program next week. This will be a compliance monitoring visit, and to provide technical assistance if necessary.
- The National Service Recognition Day will be on April 3rd. They would like to see AmeriCorps and VISTA projects getting together to do service projects.
- They will also be moving some of the VISTA meetings to Delaware, one in April and a Senior Corps meeting in May. She would love it if some of the Commissioners were able to attend the April meeting so people can know what the Commission does.
- Anything that you feel Delaware needs, as far as National Service resources goes, please do not hesitate to contact our office: de@cns.gov

PROGRAM OVERSIGHT COMMITTEE RECOMMENDATIONS

The Commission thanked Charles Harris and Tara Wiggins for conducting training for the Competitive Grant Application review.

Nancy Forster explained that the Commission does not have a Vice Chair for National Service programs right now. The main responsibility of the Commission is to approve grant applications; to offer organizations in the state an opportunity to apply for federal money to complete and expand their programs. There are 2 applications that were reviewed. Reading Assist Institute submitted a new competitive application, and Delaware State Parks submitted a re-compete application.

Reading Assist Institute proposes that 20 AmeriCorps members will provide intensive one to one structural literacy interventions for 120 students, grades 1-3 located at 9 low income, high need elementary school sites in New Castle County. At the end of the program, the AmeriCorps members will be responsible for having accelerated these school's lowest performing readers acquisition of the foundational reading skills needed to achieve long term academic success. This program focusses on the CNCS focus area of Education.

The CNCS investment of approximately \$274,000 will be matched with approximately \$500,000, including \$300,000 in public funding and \$195,000 in private funding. Their total program is approximately \$769,000.

Federal funding is \$274,000. \$496,000 is a match provided by the applicant, \$171,000 of which is Grant in aid. AmeriCorps members who complete a two year program will receive an IMSLEC certification (International Multisensory Structured Language Education Council). This is a Masters level certification.

Delaware State Parks proposes to engage 20 full time equivalent military veterans and military family members who will be eradicating invasive species in 17 State parks and 10 nature preserves throughout the State of Delaware; maintaining and building trails, repairing and maintaining park structures and preserving historic structures on State Park land. At the end of the program year AmeriCorps members will be responsible for having improved 500 acres of park land, improving and building 180 miles of park trails and acquiring education, training and certifications in Park operations, maintenance and Historic preservation. In addition the AmeriCorps members will leverage 100 volunteers who will be engaged in environmental stewardship and Historical Preservation. The program will focus on the CNCS focus areas of Veterans and military families and environmental stewardships. This program has received national recognition due to the emphasis on veterans.

The CNCS investment is \$286,000, of that, \$454,000 will be matched by the applicant and in-kind investments of \$222,000 and \$165,000 in cash funds from the appropriated Special Funds.

Commissioner Forster explained that the Committee looked at both applications from the standpoint of “Is it written the way it should be written? Are they communicating ideas they should?” She said they generally agreed that RAI was a well written application. They had issues with Delaware State Parks. They discussed these issues, wrote them down and submitted them to AmeriCorps Program Manager Charles Harris and to Delaware State Parks. The Committee’s recommendation is that the applicant makes the recommended changes by 10:00 a.m. January 17th.

Motion #2: Commissioner Forster moved to approve the Program Oversight Committee’s recommendation to submit to CNCS Reading Assist Institute’s application and Delaware State Parks application pending changes.

Commissioner Enid Wallace-Simms seconded the motion. Commissioners Margarita Rodriguez-Duffy and Marguerite Prueitt voted yes by proxy. All were in favor, None opposed.

OLD BUSINESS

AB+C Progress & Scope of Work

Staff member Deb Tokarski went over her notes from the conference call with AB+C. Also present on the call were Jill Fredell, Faith Mwaura and Tara Wiggins.

In discussion about the SOV logo change, **Motion #3:** Commissioner Enid Wallace-Simms moved that we survey participants at the Delaware Volunteer Conference in March with 2 logo options to determine which logo is better received. We will base our decision on responses, requiring a 25% response rate.

Commissioner Timothy Sheldon seconded the motion.

All were in favor, none opposed.

NEW BUSINESS

Director Renee Beaman shared that the State Service Centers will present to the Joint Finance Committee on February 20th and 22nd at 1:00 p.m. Director Beaman asked that the Commissioners attend those sessions and speak on volunteering.

FINANCE REPORT

Commissioner Pippin reported that as per Commission Chair Windley, we will no longer use the phrase “Marketing Consultant” on the financial reports. Moving forward we will use “Contractual and Consultant Services, and Program Promotion Services”

ACTION ITEMS

- Action: Deputy Director Cynthia Manlove will follow up with the Governor’s office with SOV drafted letter of support for Educational award match – Date Due 2/2/2018
- Action: Deputy Director Cynthia Manlove will request a legal review of Commission bylaws, in particular FOIA - contact DHSS/DSSC policy staff and state FOIA staff person – Date Due 2/2/2018
- Action: Administrative Specialist Patty Courtney will update and provide Commissioners sector assignments report – Date Due 1/19/2018
- Action: Deputy Director Cynthia Manlove will provide SOV organizational chart without Senior Administrator and with Senior Administrator position filled to Commission – Date Due 1/19/2018
- Action: Annual time and effort report of SOV staff included in Annual Report – Date Due March 2018
- Action: Charles Harris and Tara Wiggins will provide National Service Recognition information to

Commission –Date Due 1/19/2018

Motion #4: Commissioner Morgan moved to adjourn.
Commissioner Wallace-Simms seconded.
Meeting was adjourned at 12:24.